

## **Technology Advisory Committee**

### **Meeting Minutes**

**March 8, 2007**

The Technology Advisory Committee met on March 8, 2007 in City Hall Council Chambers.

#### **I. Call to Order**

The meeting was called to order at 10:05 a.m. by Chairman Chris Price.

#### **II. Roll Call**

Committee members in attendance were:

<u>✓</u> Chris Price – Chair	<u>✓</u> Mark Farr	<u>✓</u> Oakel Hardy
<u>✓</u> Mike Jamerson	<u>✓</u> Mark McHolland	<u>✓</u> Georgia Miller
<u>✓</u> Steve Baker	<u>✓</u> Jim Hartsook	

Invited Guests:

Also in attendance were: Brent Engle (InfoComm Systems) and Barkley Gehring (Gehring Underground).

Other Attendees:

Stan Gamso, Counsel  
Tom Heller

#### **III. Open Issues**

##### **a) Gehring Progress Update –**

Barkley reported that 7,000 feet of installation have been completed. They are about to enter the downtown area, and he estimates it will be approximately 2 months before the project is completed. He further reported that the downtown installation will be the most difficult, and they don't want to rush that work. They will be coordinating with city utilities to avoid any installation problems.

Gehring reported that the proposed route for the McClure Road extension would proceed down 10<sup>th</sup> Street to McClure Road and is 250 feet longer than the 17<sup>th</sup> Street to McClure Road route. The additional cost of this extension will be largely covered estimated project savings at this point. Oakel will investigate the requirements for a change order.

b) Subcommittee updates

There was none.

The Clerk Treasurer's office now has a box for the TAC

c) Brent Engle - Fiber Optic RFP Progress Update

Brent presented an update of the RFP process. The 27th of March is the next milestone date in the RFP process when the bids will be due. Brent noted that there were five separate questions from three different vendors. His office was able to provide answers to those questions.

Chris Price inquired whether Comcast had received notification and/or expressed an interest in bidding. Brent reported that he has heard nothing from Comcast. Although he did report that he made a call and spoke with Joe Weirheim. He asked whether Comcast was interested in considering the RFP and bidding accordingly. He reports there's been no response from Joe.

Brent also reported that Jack Carr of Iquest has expressed an interest in bidding.

IV. Approval of Minutes from Prior Meeting

Last month's meeting minutes were taken into consideration. There was general discussion with respect to changes in the minutes and what were perceived to be errors, omissions or misstatements. It was also questioned whether there was too much information included in the minutes to the extent that they were too bulky and overwhelming for reasonable review. It was agreed by all of the members that the minutes required too many changes, and that it was not practical to spend significant time reviewing them. Thus the February minutes were not approved.

V. New Business

a) Wireless RFI Review

Brent reported that the wireless RFI had been sent out to the committee members for review and examination. He reported that Oakel provided feedback. He also questioned whether there were any issues or other changes prior to releasing this RFI to the public for consideration on March 15.

There was general discussion among the members regarding changes to the language and the content of the RFI. The committee members discussed specific changes that they would like to see throughout the instrument. Brent made those changes consistent with the recommendations. He also reported once he finalizes the RFI he

would submit it to the chairman for distribution. Oakel suggested that the TAC present the RFI to the Board of Works for consideration even though their approval was not necessary.

b) RFP evaluation process

Chairman Price inquired as to whether Infocomm had criteria for evaluation of the RFPs that are expected to be submitted from the fiber RFP process. There was general discussion with respect to the evaluation process, the method, skill levels and expectations that the committee may have and recommendations to the City before the adoption of an RFP and entering into an appropriate contract. Brent reported that his office had a variety of different evaluation criteria he could provide to the membership for consideration, and the chairman asked him to do so. The chairman will then schedule an executive session to review the criteria and make recommendations with respect to the appropriate criteria for use in evaluating responses to the RFP. After general discussion, it was determined that the evaluation criteria process should be determined at the executive level and not necessarily made public prior to complete receipt of all of the RFPs.

c) 2008 budget process overview

Oakel gave a brief summation and reported that any budget by the TAC would be due no later than July 1, 2007. The proposed budget would be reviewed no later than the second week of August 2007. Oakel, Mike and Chris reported that they would get together to discuss the budgeting process.

Oakel also reported that he had the means in his existing budget to carry the cost of legal counsel until a formal budget is approved by the common Council.

Oakel commented that he was hopeful that the wireless RFP would be completed before the July 1, 2007 budgetary process so the results of the RFP could be presented to the Common Council.

Chris discussed the need for a Chief Information Officer (CIO) and the role that individual will have in the management and operation of the fiber network and/or wireless network in this community. There was discussion among the membership as to the need for the role of this person, the benefits, financial obligations, and day-to-day activities for which the person in this position will be responsible. Chris was hopeful that at some point this too can be presented to the Council for consideration.

d) Attorney Update

Chris Price introduced Stan Gamso as counsel for the TAC.

d) Other Business

The chairman reported that he would be meeting with the Mayor and his staff concluding today's meeting to brief the Mayor on the progress of the TAC and matters discussed here today.

VI. Adjournment

Motion for adjournment was made at 11:30 a.m. by Mike Jamerson, seconded by Mark Holland, and passed unanimously.

Respectfully submitted,

Stanley A. Gamso